

# INTERMEDIATE CARE-TRANSITIONAL LIVING-State Approval Schedule

Name of Applicant:\_\_\_\_\_

Date Received:\_\_\_\_\_

Date Reviewed:\_\_\_\_\_

Intermediate care (transitional living) component means (ARM 37.21.102 (16)): “a non-medical residential facility I a community-based setting. These facilities provide a transitional phase for individuals who have recently received chemical dependency inpatient care services and require a moderately structured living arrangement. Services provided include counseling services (individual and group), chemical dependency education and social and recreational activities. These individuals are encouraged to seek vocational rehabilitation, occupational training, education and/or employment as soon as possible.

Montana Code Annotated and/or Administrative Rule Requirement	Does Application Meet Administrative Rule Requirement-Yes/No	Remarks
53-24-204 (g) MCA: “encourage planning for the greatest utilization of funds by discouraging duplication of services, encouraging efficiency of services through existing programs, and encouraging rural counties to form mulitcounty districts or contract with urban programs for services-Does the application duplicate existing services?		
53-24-208-(2) MCA “...applicant shall demonstrate...that the proposed services do not duplicate existing local services”: If application duplicates existing service does the application justify duplication as being needed and provide evidence to support justification?		
53-24-208 (2) MCA: Does application provide evidence of need for service, e.g., need assessment, etc.		

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Does applicant provide evidence that applicant is included in county plan?		
Does applicant provide letter of recommendation by county commissioners? Does letter support applicant's request for approval?		
Does application include facility license from DPHHS, or if under 8 beds, an acceptable fire, life safety sign-off by appropriate officials. (ARM 37.27.135 (5)(a))		
Admission Criteria (ARM 37.27.115 (2)) to admit and care only for persons appropriate (also refer to requirements of ARM 37.27.135).		
Admission reason is substance dependency (ARM 37.27.115 (3))		
Following are based upon (ARM 37.17.120 and 53-24-209(3) MCA): Policy provides for an individualized treatment plan for client and progress notes		
Policy provided for referral plan for client appropriate to needs of client		
Following are based upon ARM 37.17.120 Policy that sets forth clients rights		
Policy includes a grievance procedure		

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Application includes an administrative organization chart and narrative explaining duties of positions in chart (ARM 37.27.135 (3)) a) director b) licensed addition counselor or eligible for licensure c) house manager(s) d) minimum of 1 staff member shall be on duty for admitting, treating and discharging purposes on a 24 hour, 7 day a week basis		
Application explains staffing pattern and explains how staffing pattern meets client services		
Application includes policy for admission, continued stay and discharge including criteria by which determination will be met		
Application includes description of security to ensure a drug free environment		
Policy on sliding scale based upon ability to pay for all individuals receiving treatment services is included		
Application documents existence of liability insurance in form of a minimum of \$300,000 plus professional liability insurance on all staff providing counseling services, and worker's compensation on all personnel		

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Following is based upon ARM 37.27.121. Current job description for all staff engaged in delivery of services to clients.		
Counselors for substance dependency meet the licensure requirements of law 37-35-201 MCA and documentation of compliance is on file.		
Policy for tuberculin test which assures each employee has test upon employment		
Policy for handling of staff with communicable disease in an infectious stage		
Policy on use of volunteers and intern that includes selection process, training, duties, co-signing of all volunteer or intern progress notes by certified counselor.		
Following are based upon ARM 37.27.135 Patient Placement Criteria adhere to ASAM PPC2 R.		
Admission policy provides that patient must have recently (within past 30 days) received substance dependency inpatient services and requires a moderately structure living arrangement based upon patient placement criteria		
Program description provides for: a) 5 hours of contact hours per week in a supervised setting where vocational rehabilitation, occupational training, education or employment are encouraged.		

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b) Persons needing detoxification shall not be admitted or retained by referred or transferred to appropriate program.		
c) Continued stay criteria shall be based upon ASAM PPC2-R and continued stay, utilization review will be completed a minimum of every six weeks		
d) Discharge criteria are clearly and measurably established in policy.		
Services include:		
a) admission and screen services		
b) 24 hour, 7 day a week supervision in a non-medical community-based residential treatment program		
c) Policy on obtaining medical history and personal observations from inpatient free-standing residential program		
d) 2 sessions of group therapy per week consistent with client's individual treatment plan		
e) 2 sessions per month of documented individual counseling with certified or eligible counseling staff		
f) periodic assessment by license addiction counseling staff		
g) family counseling services		
h) social and recreational activities		
i) referral, discharge and follow-up services that ensure continuity of care after discharge		

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j) transportation services as appropriate		
e) education services (on or off premise)		
Does application include policy for a) food services including a 30-day menu and week's food supply b) access to medical/surgical, dental and psychiatric care c) medical policies and procedures d) medication control which ensures the handling, storing and administration of medications within the facility according to federal and state regulations (only a registered nurse or licensed practical nurse may administer medications, otherwise the self-administration system must be utilized)		
Does application include copy of policy for record keeping including admissions, discharge, referrals, etc., obtaining and maintaining biopsychosocial.		
Does policy require ASAM assessment including all six dimensions for initial referral to program and periodically (preferably every 30days but not less than six weeks)		

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Other Issues: (list)		